**SLP Presentation**

**Your presentation is about communicating with your audience. It is not about you. If your audience doesn’t get your message you have failed in your task.**

**Here are the key points to a successful presentation.**

1. **Know what you are going to say**

Prepare your cue cards in large writing with about four points on each. **Do not read your presentation but glance at and refer to your cards. Do not read your power point, the audience can read it for themselves.** Remember that you are an expert on your topic but your audience may not know much about it and you will have to explain it to them in simple detail to begin.

1. **Use of voice**

Speak slowly and clearly. Modulate the tone of your voice. Do not just drone on as if you don’t want to talk. Do not rush as if you can’t wait to finish. Do not look down and mumble, but speak clearly and look at your audience.

1. **Body language**

Stand comfortably and do not jiggle around. Look as though you want to be there and feel that you have something important to say. Look at your audience speak directly to them.

Practice this with a friend before you do your presentation, or practice in front of a mirror.

1. **Introduction and conclusion**

Introduce your presentation formally.

Eg. “Mum and Dad and Mr. Haggart this is an evaluation and summary of my achievements at Year 7 this year.” Be proud of your work and show your achievements off to your audience.

Finally end with a formal conclusion. eg. “ Thank you for listening to and watching my presentation. Are there any questions you would like to ask me? “